

**Tennessee Department of Health
Office of Informatics and Analytics**

Position Name: Public Health Administrator
Job Classification: Public Health Administrator 1
Education: Bachelor's Degree or higher

Ideal candidate should have:

- Exceptional organizational and leadership skills
- Extensive experience in budget and grant management
- Substantial experience in coordinating training programs
- At least five years of experience in a senior administrative position
- Ability to manage multiple deadlines and work outcomes simultaneously
- Skills in developing solutions for program support and tracking

Duties of this position:

- Coordinate, help develop, and provide assistance with Office of Informatics and Analytics (OIA) project management and internal processes.
- Provide assistance in the coordination and development of the department-wide Informatics Strategic Plan, including developing the mechanism for tracking progress on the strategic plan. Develop documentation processes for providing informatics support across the department, including managing requests, staff assignments, progress and feedback.
- Oversee the development, collection, and reporting of benchmark reporting measures for the Office and the department for the department-wide strategic planning dashboard.
- Serve as the OIA Informatics Endorsement facilitator and coordinate and streamline Endorsement activities including intake, review amongst staff, response, and follow up.
- Oversee organization of unit's documentation, shared drive and SharePoint organization and usage, maintenance and usage of the shared Informatics Calendar.
- Oversee the development of the program budget and all grant budgets.
- Update budgets and planning documents throughout the year as needed to reflect funding shortfalls or additional appropriations/awards, staffing changes, or programmatic changes. Prepare draft budget documents for the Director and Chief Public Health Informatics Officer to review in preparation for submission to the Commissioner (during budget preparation season).
- Coordinate continuing and new funding applications for federal funds, and ensure that quarterly and annual grant reports are reviewed and submitted on time, provide program staff and leadership with reporting throughout the year to indicate status of revenue and expenditures compared with budgeted amounts in the work.
- Generate reports based on both the grant funding cycle and the state fiscal year.
- Benchmark monthly expenditures and revenues against amounts projected in work program and identify strategies to address any shortfalls or under expenditures.

- Review monthly budget report from Division of Administrative Services (DAS) and provide status update on a monthly basis to the Director and Deputy Director/Chief Public Health Informatics Officer. Manage, supervise, and provide professional mentoring for one employee. Complete an individual performance plan, two interim reviews and an annual performance review. Meet regularly with direct report for a schedule review of activities. Provide timely on-going feedback to continue high performing behavior based on at least two interview review discussions. Manage staffing time to ensure that tasks are accomplished within established timelines. Oversee administrative activities supporting OIA including but not limited to travel, purchasing, inventory, communications, scheduling, and managing webinar and conference line usage. Oversee development of a training program for OIA staff. This includes identification of training needs and matching opportunities, overseeing development and cataloguing of training materials, advertising training opportunities that could be shared with other areas of the department. Additionally this position will work with Informatics staff to help coordinate informatics training provided by OIA to department program staff.

Personnel Details: The Public Health Administrator 1 (PH Admin 1) will serve as lead fiscal and operational administrator for the Office of Informatics and Analytics, developing key administrative processes and a process improvement approach.

All interested candidates should submit a resume and cover letter describing relevant experience via email to Melissa.L.McPheeters@tn.gov.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

Candidates must be eligible to work in the United States.